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## Q&A No. 1

### REQUEST FOR PROPOSALS (RFP) SOLICITATION NO. S00R6400004

#### DHCD: SINGLE FAMILY APPRAISAL MANAGEMENT SERVICES FOR REO PORTFOLIO

The following questions regarding the subject RFP have been submitted by vendors. The answers provided by DHCD are intended to clarify the IFB's requirements and do not constitute an amendment.

#### Vendor Question

Section 2.1.2 requires that we provide copies of the licenses of appraisers who will be assigned to a resulting contract. We manage more than 100 active FHA appraisers in Maryland and as long as we can verify on the ASC or State Board website that each has an active license and 3+ years of experience then we do not require a copy of the actual license.

#### DHCD Answer

DHCD will accept a list of appraisers' names and license numbers. Note: All appraisers must hold the "Certified Residential Real Estate Appraiser" license, as per the RFP.

Would DHCD accept a list of appraiser names and license numbers, including original license date and expiration date data fields, in lieu of copies of the actual licenses for the purposes of this proposal?

Section 3.2.1.2 and 3.2.1.3 – Damage Assessment. DHCD requests that offerors propose pricing for a "damage assessment." Is there a specific form that the DHCD requires for the damage assessment? If not, are there any formal guidelines that DHCD requires contractors to follow?

Attached is an example of an acceptable format. A different format would be acceptable, pending DHCD pre-approval.

Section 4.4.2.1 requires that the Title Page and Table of Contents be printed behind Tab A, but Section 4.4.2.2 requires a claim of confidentiality to be inserted "after the Title Page and before the Table of Contents" behind a separate tab labeled Tab A-1. Is it acceptable if we include the claim of confidentiality as part of Tab A, in between the Title Page and the Table of Contents, instead of behind its own separate tab?

Yes, this is acceptable.

Section 4.2.1 requires that "each volume shall contain an unbound original..." please clarify what the State means by "unbound?" We plan to submit the proposal in binders that will be clearly marked as "original" or "copy" for each volume. Is this acceptable?

Yes, this is acceptable. "Unbound" means unfastened in any way, to allow for easy scanning and copying of original documents, as needed.

By:

Amanda L. Pinder, Procurement Officer

June 2, 2016

Date

